



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
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04-C-0518

March 9, 2004

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

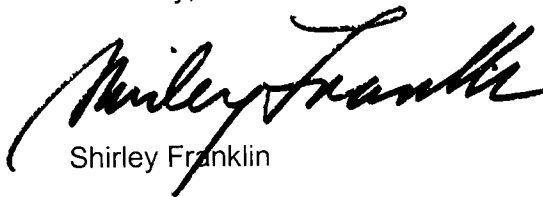
RE: Keep Atlanta Beautiful Board of Directors Appointment

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint Nona L. Scott to serve as a member of the Keep Atlanta Beautiful Board of Directors for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Nona L. Scott will serve the Keep Atlanta Beautiful Board of Directors with integrity and dedication.

Sincerely,



Shirley Franklin


September 29, 2003

Ms. Kirstin N. Allen
Keep Atlanta Beautiful
55 Trinity Avenue, S.W.
Atlanta, Georgia 30303

Dear Ms. Allen,

It has been a pleasure meeting and discussing with you effective programs to enhance the mission of Keep Atlanta Beautiful. I am looking forward to the success of our community during your interim as executive director. I have enclosed my resume with the commitment that as a committee member, I will do my utmost to enrich the mission of Keep Atlanta Beautiful.

Respectfully,

A handwritten signature in cursive script that reads "Nona L. Scott". The signature is fluid and elegant, with a long horizontal flourish extending from the end of the name.

Nona L. Scott

Nona L. Scott
981 Redbud Lane SW
Atlanta, GA 30311
404-505-9967

OBJECTIVE

Seeking to obtain a multi-faceted position that will allow me to utilize my interdisciplinary planning and team collaboration skills and liaison with colleagues to develop cutting edge, effective instructional programs.

EDUCATION

2000-Present	Educational Leadership, Jacksonville State University, AL
1998-2000	Masters Public Administration, Troy State University, AL
1991-1996	Educational Courses: Georgia State University, Valdosta State College
1987-1990	Certification: Mental Retardation K-12, Albany State College, Albany, GA
1978-1979	Psychology Courses: University of Wisconsin-Milwaukee, WI
1966-1969	B.S. Business Education, Alcorn State University, Lorman, MS

QUALIFICATIONS

Successful experiences in utilizing team collaboration and interdisciplinary planning as the building tools to developing successful learning environments. Demonstrated ability in handling multi-task assignments by prioritizing, planning, and managing time and implementation of programs. Primary strength is motivating diverse groups to effectively plan, organize, and implement instructional programs.

EMPLOYMENT

2000-Present	Certified Tutor Teacher, John F. Kennedy Middle School, Atlanta, GA Coordinate "Success for All" tutoring program. Functioning as supervisor and evaluator. Implement tutoring process by training tutors, modeling tutorial styles, assessing student data, scheduling tutorial sessions, and developing instructional and tutorial materials. Also, assist facilitator and provide teacher support.
1993-1999	MID Teacher, John F. Kennedy Middle School, Atlanta, GA Mildly Intellectual Disable Teacher for various levels of learners in a middle school setting that involved collaborating, interdisciplinary planning, team teaching, cooperative grouping, and implementation of teaching strategies according to goals and objectives of Individual Educational Plan (IEP). Administered and interpreted individualized standardized achievement test for initial evaluation and re-evaluation. Coordinated the writing of annual IEP by collaborating with regular education teachers about inclusion placement. Instruction included students who were diagnosed with Other Health Impaired.
1996-1999	Program Coordinator, AETNA Saturday Academy, Clark Atlanta University, Atlanta, GA Coordinated a nationally recognized academic enrichment program for 6 th , 7 th , and 8 th graders and their parents. The curriculum facilitated consisted of creative academic enrichment opportunities in mathematics, science, computer literacy, and communication. Special classes, discussion groups, and computer experiences were designed for parents. Organized educational field trips and an award ceremony, which were integral to the program.

- 1991-1993** **MID Teacher, D.H. Stanton Elementary, Atlanta, GA**
Implemented strategies to master the goals and objectives of 3-5 grade level students according to IEP. Administered and interpreted individualized achievement tests for initial evaluation and reevaluation. Coordinated the writing of annual IEPs for assigned students, recorded progress of goals and collaborated with regular education teacher on strategies to utilized in instructing students for academic progress and success.
- 1988-1991** **Moderate Intellectual Disable Teacher, Crisp County High School, Cordele, GA**
Employed as Instructional leader that implemented goals and objectives of MOID School Community Intensive Instruction Program curriculum, which included real life skills activities that were transitory to job training and placement in the real world. Designed a network of resources that complimented the program. Administered and interpreted individualized standardized and achievement tests for initial evaluation and reevaluation
- 1987-1988** **Substitute Teacher/Teacher Assistant, Dougherty County Schools, Albany, GA**
Experienced teaching across various grade levels in the system. Assisted 3rd grade teacher as teacher assistant with instructional program. Primary responsibilities included support in individualized instruction, monitoring, practice drills, assignment reviews, material/supplies requisition, and assigned retesting.
- 1980-1988** **District Manager & Sales Representative, American Family Life Assurance Company, Columbus GA**
Initially employed as sales representative in Albany, GA with experiences that included sales and servicing supplemental health and like insurance to established accounts and marketing new products in residential and commercial areas. Promoted to District Manager in 1986, supervising ten agents in Southwest GA with additional duties of recruiting, training, ensuring customer service, and increasing the organization's sales competency.

ORGANIZATIONS

Georgia Association of Educators; Committee Member and Delegate, 1998-Present
John F. Kennedy Middle School; Leadership Team Member, 1999-Present
John F. Kennedy Middle School; Kiwanis Builder Club Advisor, 1998-2000
John F. Kennedy Middle School; Media Advisement Member, 1996-2000

References Available Upon Request